



JOB DESCRIPTION

TITLE: Accounting Technician	JD: 032
DEPARTMENT: Finance & Administrative Services	EFFECTIVE DATE: 9/6/99, rev 9/30/2003, 6/3/15
REPORTS TO: Budget & Revenue Manager	FLSA STATUS: Non-Exempt
SUPERVISES: N/A	UNION STATUS: Represented

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with a small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in responding to the community's needs, thereby preserving and enhancing the special character of the Island. The City provides competitive salaries, outstanding benefits and professional development opportunities.

SUMMARY

The Accounting Technician performs accounting and finance technical duties, in addition to customer service communication, to support and coordinate work in a variety of areas. The position may work in Finance and Administrative Services or other departments. Responsibilities vary depending on assignments and business cycles. Work in this classification is generally distinguished from the Senior Accounting Technician by the level of complexity of accounting required.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports and initiates change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

- Processes and posts transactions and accounting entries, including accounts payable, revenue, accounts receivable, payments, bank deposits and special fund accounting; reviews and validates data; reconciles accounts.
- Acts as lead receptionist and cashier for City Hall; answers phones, sorts mail, and directs visitors.
- Prepares daily bank deposits and delivers to bank; reviews and matches electronic payments to bank records; receipts and reconciles credit card payments.
- Communicates with customers, the public, or co-workers both verbally and in writing; provides customer service including response to inquiries, directions, and resolution or referral of complaints.
- Performs account balancing, reconciliation and other proofing, audit and control functions, and follows-up on matters requiring further attention.
- Coordinates City's Business License program.

- Manages ferry pass and motor pool vehicle check in/out, visitor passes, vehicle parking passes and petty cash disbursements.
- Cross-trains in a wide variety of technical accounting duties and assists with the training and cross-training of co-workers; functions as part of overall department team to accomplish work of the department.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- City organization, operations, policies and procedures.
- Mathematic principles and practices of moderate complexity.
- General accounting functions and practices in accordance with established regulations and standards.
- Accounts receivable, cash receipting, purchasing and/or accounts payable financial systems and processes (depending on assignments).
- Modern office procedures, methods and equipment, including computers and computer applications, such as word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar, and punctuation, and principles of business correspondence.
- Financial record keeping practices, filing systems and document retention
- Research methods and report preparation.

ABILITY TO:

- Listen to and work with external and internal customers, colleagues and other persons to troubleshoot problems and solve a wide variety of technical and customer-related issues.
- Effectively perform accounting functions such as cash counts, reconciliation, processing accounting documents, or data edits.
- Plan and organize time and work to meet deadlines.
- Demonstrate attention to detail and the ability to manage multiple projects simultaneously.
- Perform, review and verify a variety of mathematical calculations, maintain accurate records, enter data into a computer system, and review and monitor accounting documents.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialized software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

An associate's or bachelor's degree in business administration or related field and two years of accounting or other financial experience are preferred. Public sector experience is highly desirable. Any combination of experience, education and training which provides the level of knowledge and ability required may be substituted.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Must be able to successfully complete and pass a background check.

WORKING CONDITIONS

The regular work schedule is Monday through Friday, 8 am to 5 pm. Work is performed in an office setting which is busy, oriented to public service and subject to regular interruptions. Noise level is moderate.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation both in person and over the phone, have the physical ability to perform

essential job functions. The incumbent must have hand-eye coordination sufficient to operate computers, do keyboarding, and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an Equal Opportunity Employer.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.